

ELECTRONIC CASE FILING ECF



User's Manual

Western District of Oklahoma
(Revised December 5, 2008)

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Requirements

Hardware and Software Requirements

- personal computer running a standard platform such as Windows or Macintosh
- word processing program to create documents
- Internet Service Provider (ISP) to access ECF and email
- Internet browser (current versions of Internet Explorer and Firefox are fully supported)
- portable document format (PDF) **reader** software (such as Adobe Acrobat Reader)
- portable document format (PDF) **writer** (converter) software (for more information go to <http://pacер.psc.uscourts.gov/documents/imagingWPprint.pdf>)
- a scanner (OPTIONAL) for converting documents that are not available in electronic format

PACER Registration

ECF users must have a PACER account with the Court in order to use the Query and Report features of the ECF System. If you do not have a PACER login, contact the PACER Service Center at (800) 676-6856 for information or to register for an account. You may also register for PACER online at <http://pacер.psc.uscourts.gov>.

Registering for Access to ECF

Participants will need to register with the Court to receive a login and password for the ECF System. Participants can go to our website at www.okwd.uscourts.gov and click on ECF Information to obtain information about the system, download the ECF Registration form, the Policies & Procedures Manual and the ECF Filing Menus.

Completed registration forms should be mailed to:

ECF Registration
Office of the Court Clerk
U.S. District Court for the Western District of Oklahoma
200 N.W. 4th Street Room 1210
Oklahoma City, OK 73102

Once an account has been established, your login and password will be sent to you by regular, first-class mail or the registrant may pick up the assigned User Login and Password at the Clerk's Office.

Preparation

Setting Up the Acrobat PDF Reader

Users must install PDF reader software in order to view documents that have been electronically filed on the system. All pleadings must be filed in PDF format.

*Note if you choose to use Adobe's Acrobat **Reader** software, it can be downloaded free at <http://www.adobe.com/products/acrobat/readermain.html>

Portable Document Format (PDF)

Only PDF (Portable Document Format) documents may be filed with the Court using the ECF System. Before sending the file to the Court, users should preview the PDF formatted document to ensure that it appears in its entirety and in the proper format.

How to View a PDF File (using Adobe Acrobat)

- Start your Adobe Acrobat program.
- Go to the ***File*** menu and choose ***Open***.
- Click on the location and file name of the document to be viewed.
- If the designated location is correct, and the file is in PDF format, Adobe Acrobat loads the file and displays it on the screen.
- If the displayed document is larger than the screen or consists of multiple pages, use the scroll bars to move through the document.
- Click on the ***View*** menu for other options for viewing the displayed document. Choose the option that is most appropriate for the document.

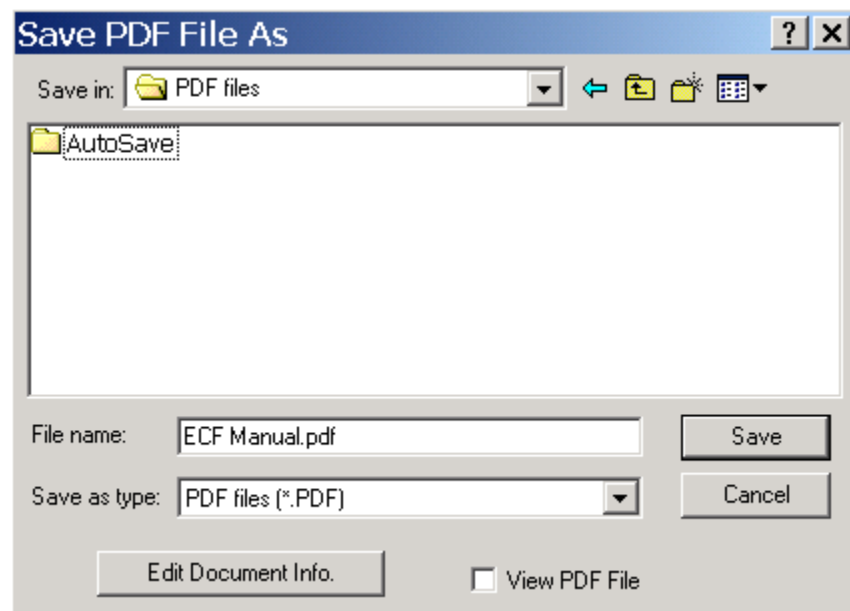
How to Convert Documents to PDF Format

You must convert all of your documents to PDF format before submitting them to the Court's Electronic Case Filing (ECF) System. The conversion process requires special software. For more information on PDF conversion go to <http://pacer.psc.uscourts.gov/documents/imagingWPprint.pdf>

On the next page, there is an example of the conversion process utilizing Adobe Acrobat Writer as the conversion software.

Using any word processing program:

- Install Adobe Acrobat Writer on your computer.
- Open the document to be converted.
- Select the **[Print]** option (generally found in the File menu) and in the dialog box select the option to change the current printer. A drop down menu with a list of printer choices is displayed.
- Select **Adobe PDF Writer** or **Distiller**.
- “Print” the file. The file should not actually print out; instead the option to “Save PDF File As” should appear.



- Make a note of the ‘Save in’ location so you can find the document later when you are ready to file it. Change the location if necessary by clicking in the “Save in” area of the window.
- Name the file, save as type PDF and click the **[Save]** button.

Depending on the word processing program being used, it may be necessary to find the printer selection option elsewhere. At that point, change the printer to Adobe PDF Writer, and follow the directions above.

Basics

User Interactions

There are three general types of user interactions allowed by the system:

- Entering information in data fields
- Using command buttons to direct system activities
- Mouse-clicking on hyperlinks

Conventions Used in this Manual

- Data to be entered by the user is shown enclosed in angle brackets: <data to be entered>.
- Command buttons are represented in this manual in **[bracketed boldface type]**.
- Hyperlinks are represented in **underlined boldface type**.

Documents Filed In Error

A document incorrectly filed in a case may result from 1) posting the wrong PDF file to a docket entry; 2) selecting the wrong document type from the menu; or 3) filing the document in the wrong case.

Please telephone:

ECF Help Desk

**1-405-609-5555
1-888-609-6593**

as soon as possible after an error is discovered. You will need to provide the case and document number for the document requiring correction. Do not re-file a document unless directed to do so by the Court.

Viewing Transaction Log

This feature, selected from the **Utilities** menu allows you to review all transactions ECF has processed with your login and password. If you believe or suspect someone is using your login and password without your permission, change your password immediately and notify the court of any incorrect filings.

User's Manual

You can download or view the most recent version of this User's Manual (in PDF format) from the District Court's web page at <http://www.okwd.uscourts.gov>. Click on **Electronic Case Filing (ECF)**, then click on **ECF User Manual**.

A Step-By-Step Guide

Below is a step-by-step guide for accessing the system, filing a document, and displaying a docket sheet.

How to Access the System

Users can get into the 'live' system via the Internet by going to

<https://ecf.okwd.uscourts.gov>

Or, from the Western District of Oklahoma's Website www.okwd.uscourts.gov click on **Electronic Case Filing (ECF)**

Click on **ECF Live**

Click on **Western District of Oklahoma [Live] – Document Filing System**

Logging In

The next screen is the login screen.

The screenshot shows a web browser window titled "CM/ECF LIVE - U.S. District Court:okwd - login - Microsoft Internet Explorer". The address bar shows "https://ecf.okwd.uscourts.gov". The page content includes a "Notice" about restricted access, "Instructions for filing" for CM/ECF users, instructions for users who received a login page via email, and instructions for users who have trouble viewing documents. At the bottom, there is an "Authentication" section with input fields for "Login:", "Password:", and "client code:", along with "Login" and "Clear" buttons. The status bar at the bottom of the browser window shows "Done" and "Internet".

CM/ECF Filer or PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions for filing:
Enter your CM/ECF filer login and password if you are electronically filing something with the court.

If you received this login page as a result of a link from a Notice of Electronic Filing email:
Enter your CM/ECF filer login and password. The system prompts customers for a CM/ECF login and password when attempting to view certain types of documents.

If you have trouble viewing a document:
After successful entry of your CM/ECF login, you should be able to view the document. If you receive the message "You do not have permission to view this document," viewing the document is restricted to attorneys of record in the case and the system does not recognize you as such. If the login prompt appears again, after you have entered your CM/ECF login and password, it means that the "free look" link has expired. You will need to enter your PACER login and password to view the document, and you will be charged \$.08 per page.

Instructions for viewing filed documents and case information:
If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at <http://pacer.psc.uscourts.gov>.

Authentication

Login:

Password:

client code:

Login Clear

Enter your ECF Login and Password in the appropriate fields. All ECF login names and passwords are case sensitive.

Note: Use your **ECF** login and password if you are entering the system to file a pleading. Use your **PACER** login and password to query the database for case information or to view a document.

Verify that you have entered your ECF login and password correctly. If not, click on the **[Clear]** button to erase the Login and Password entries and re-enter the correct information. After you enter the correct login and password information, click on **[Login]**.

- If the ECF System does not recognize your login and password, it will display the following error message on a new screen:

Your ECF or PACER login attempt failed. Either your login name or password is incorrect.

- Click on the **[Back]** button and re-enter your correct login and password.

Choose from the **hyperlinked** options on the blue menu bar.



Note: The date *you last logged into the system* appears at the bottom left corner of this screen. You should review this information each time you log in for security reasons. If you suspect an unauthorized person is using your login and password, please telephone the Court's ECF Help Desk at 1-405-609-5555 as soon as possible.

Selecting ECF Features

ECF provides the following features that are accessible from the blue menu bar at the top of the opening screen.

<u>Civil</u>	Select Civil to electronically file all civil case pleadings.
<u>Criminal</u>	Select Criminal to electronically file all criminal case pleadings.
<u>Query</u>	Query ECF by specific case number, party name, or nature of suit to retrieve documents from the ECF system. You must log into PACER before you can query ECF.
<u>Reports</u>	Choose Reports to retrieve docket sheets and cases-filed reports. You must log into PACER before you can view some of these ECF reports.
<u>Utilities</u>	Choose Utilities to view your personal ECF transaction log or to change your ECF password.
<u>Search</u>	Allows you to search for a specific menu item by entering a word or a string of words.
<u>Logout</u>	Allows you to exit from ECF and prevents further filing with your password until the next time you log in.




Civil Events Feature

Registered participants will use either the Civil feature or the Criminal feature of ECF to electronically file pleadings. This section of the manual describes the basic steps that you need to take in order to file a motion in a civil case. The process is consistent with most document filings.

General Rules and Manipulations

Manipulating the screens

Each screen has the following two buttons:

-  clears **all** characters entered in the box(es) on that screen.
-  or  accepts the entry just made and displays the next entry screen, if any.

Correcting a mistake

Use the **Back** button on your browser toolbar to go back and correct an entry made on a previous screen. Click on any hyperlink on the blue ECF menu bar and ECF will reset to the beginning of the filing process. Once the document is transmitted to the Court it is deemed filed. Do not re-file a document unless directed to do so by the Court.

Signatures; Affidavits of Service

Documents which must contain original signatures or which require either verification or an unsworn declaration under any rule or statute shall be filed electronically with original executed copies maintained by the filer. The pleadings or other documents electronically filed shall be signed in one of the following ways (1) with an original signature that is then scanned; (2) with an electronic signature; or (3) with “s/ (typed attorney name).”

In the case of a stipulation or other document to be signed by two or more persons, the following procedure should be used:

- (a) **Approval for Electronic Signature:** The attorney whose User Login and Password is being used to file the pleading or other paper may obtain approval from any other attorney to state that the other attorney has authorized the filing attorney to electronically sign the document. Such approval shall be indicated as follows:

<u>s/ Attorney's Name</u> <i>(Signed by Filing Attorney with permission of Attorney)</i>	<u>Filing Attorney's Signature</u>
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The filing attorney is responsible for maintaining a record of when and how permission was obtained to sign the other attorney's name until all appeals have been exhausted or the time of seeking appellate review has expired.

- (b) **Approval by Signature:** The attorney whose User Login and Password is being used to file the pleading or other paper may obtain and maintain a paper copy of the document signed by the other attorney. Possession of a signed copy shall be indicated as follows:

<u>s/ Attorney's Name</u> <i>(Signed copy of document bearing signature of Attorney is being maintained in the office of Filing Attorney)</i>	<u>Filing Attorney's Signature</u>
--	------------------------------------

The filing attorney shall maintain the signed copy of the document until all appeals have been exhausted or the time for seeking appellate review has expired.

- (c) Anyone who disputes the authenticity of any signature must file an objection to the pleading or other paper within ten (10) days of service.

Filing a Civil Complaint

All Initiating Documents (i.e. complaints, notices of removal, applications to proceed *in forma pauperis*, miscellaneous proceedings, summonses, and civil cover sheets) shall be e-mailed as separate PDF files to the following e-mail address:

newcases@okwd.uscourts.gov

New civil cases will be deemed filed as of the date they are received into this mailbox provided all papers submitted for filing are received by 6:00 p.m., are in proper format, and arrangements for payment of the filing fee are promptly made. Payment of any fee required for filing a pleading or other paper is payable to the Clerk of Court by credit card, check, money order, or cash.

Filing Documents In a Civil Case

There are eight basic steps involved in filing a document in a civil case:

- 1) Select the type of document to file.
- 2) Enter the case number in which the document is to be filed.
- 3) Designate the party(ies) filing the document.
- 4) Attach the PDF file for the document being filed.
- 5) Add attachments, if any, to the document being filed.
- 6) Modify docket text as permitted / necessary.
- 7) File the pleading.
- 8) Receive Notification of Electronic Filing (NEF).



1. Select the type of document to file

This section of the User's Manual describes the process for filing a **Motion** in a civil case. The process is similar for filing other pleadings in ECF. Select **Civil** from the blue menu bar and then **Motions**.

The **Motions** screen appears and displays a motion selection field with a scroll bar next to it. Either scroll down the list of choices or in the search box type all or part of a word from the name of the motion you are filing. The type of motion you select from this list should represent the document you are filing. Select all motion 'reliefs' from this list before you click on [NEXT].

https://ecf.okwd.circ10.dcn - CM/ECF LIVE - U.S. District Court:okwd - Microsoft Internet Explorer

File Edit View Favorites Tools Help

ECF Civil Criminal Query Reports Utilities Search Logout

Motions

Start typing to find an event.

Available Events (click to select events)

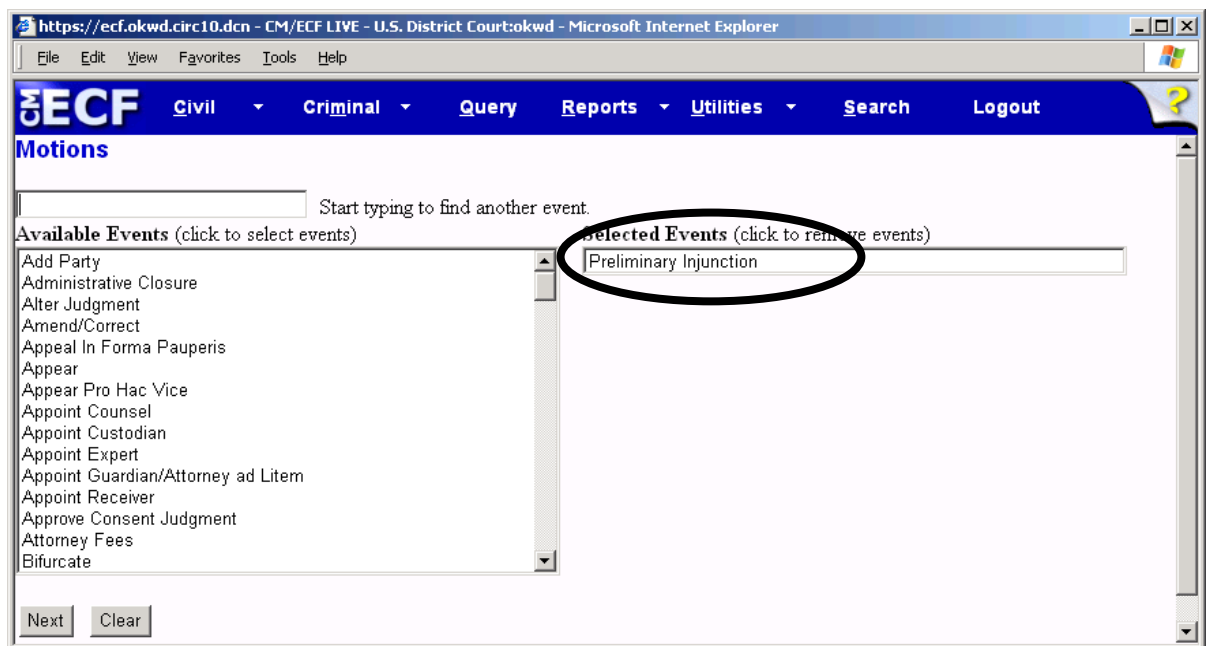
- Add Party
- Administrative Closure
- Alter Judgment
- Amend/Correct
- Appeal In Forma Pauperis
- Appear
- Appear Pro Hac Vice
- Appoint Counsel
- Appoint Custodian
- Appoint Expert
- Appoint Guardian/Attorney ad Litem
- Appoint Receiver
- Approve Consent Judgment
- Attorney Fees
- Bifurcate

Selected Events (click to remove events)

Next Clear

For demonstration purposes, begin typing **Preliminary Injunction**. The menu items will be filtered to display those events that match the information that you type. Click on the menu choice to add it to the “Selected Events” list.

If you can’t find the type of motion you are filing on this list use “Order” because this is the most generic relief. You will be presented with a text box at the end of this filing so that you can include additional wording to make the entry look as close as possible to the title of the motion that you are filing.

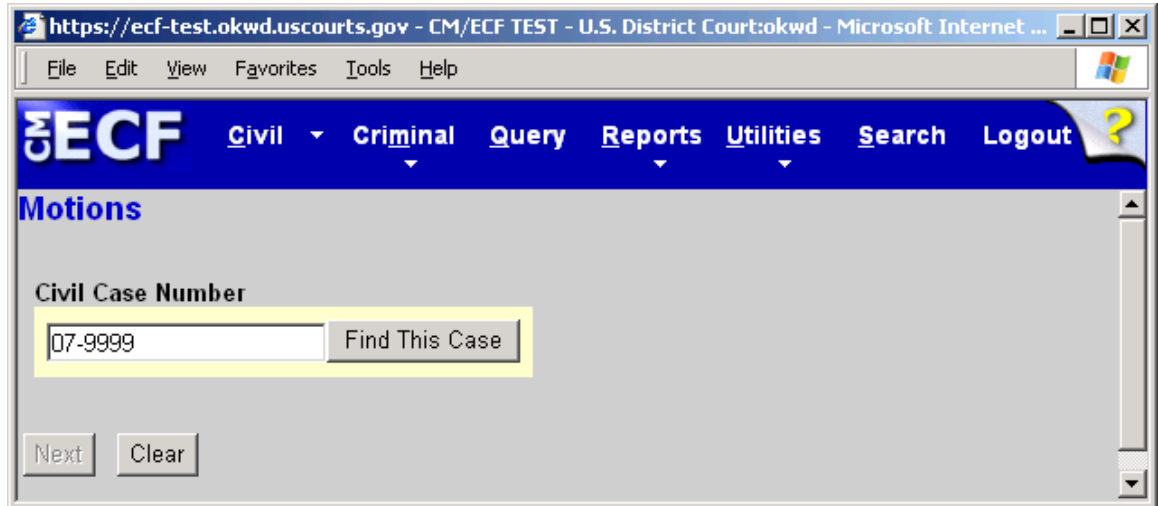


If you are asking for multiple “reliefs” in one motion select each “relief” from the “available Events” list.

Always verify the contents of the “Selected Events” list before proceeding to the next screen. Everything you have added to this list will be included in your filing.

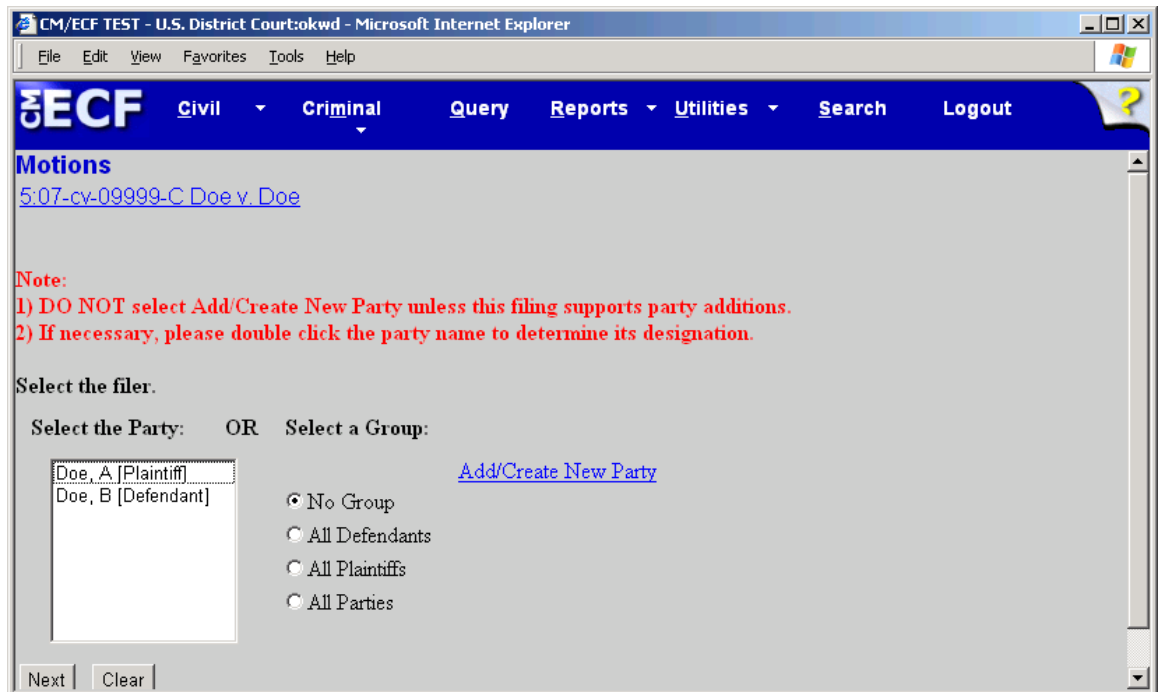
2. Enter the case number in which the document is to be filed

A new Motions screen opens with a Case Number field. Enter the case number in which you are filing the motion and click **[Find this Case]**. All possible case number matches will be displayed on the same screen as the initial look-up field. Once the case is found click **[Next]** to continue with the filing.



The screenshot shows a web browser window titled "https://ecf-test.okwd.uscourts.gov - CM/ECF TEST - U.S. District Court:okwd - Microsoft Internet ...". The browser's address bar and menu bar are visible. The page header features the "ECF" logo and navigation links: "Civil", "Criminal", "Query", "Reports", "Utilities", "Search", and "Logout". The main heading is "Motions". Below this, there is a section titled "Civil Case Number" with a text input field containing "07-9999" and a "Find This Case" button. At the bottom of this section are "Next" and "Clear" buttons.

3. Designate the party(ies) filing the document



The screenshot shows the same web browser window, but the page content has changed. The "Motions" heading is followed by a link "5:07-cv-09999-C Doe v. Doe". Below this is a red "Note:" section with two instructions: "1) DO NOT select Add/Create New Party unless this filing supports party additions." and "2) If necessary, please double click the party name to determine its designation." The main instruction is "Select the filer." Below this, there are two options: "Select the Party:" and "OR Select a Group:". Under "Select the Party:", there is a list box containing "Doe, A [Plaintiff]" and "Doe, B [Defendant]". Under "Select a Group:", there are four radio button options: "No Group" (selected), "All Defendants", "All Plaintiffs", and "All Parties". A link "Add/Create New Party" is also present. At the bottom are "Next" and "Clear" buttons.

Highlight the name of the party(ies) for whom you are filing the motion. If you represent multiple defendants or plaintiffs select the appropriate parties by holding down the **Ctrl** key and mouse clicking on each party name. Click on the **[Next]** button to continue.

Note: If your party does not appear, see the section of this manual titled **Add/Create New Party**. **If you click this you are adding a party to the case.** The pleading you are filing should support the addition of the party(ies) to the case.

4. Specify the PDF file name and location for the document to be filed

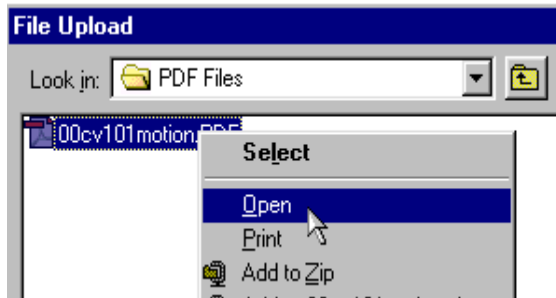
ECF displays the **Motions** screen shown below. On this screen, you will attach document that you are filing.

Note: All documents that you intend to file in ECF **MUST** be in **PDF** format and less than 5-megabytes in size. Documents that exceed the 5-megabyte file size limit will need to be divided into smaller files before the ECF System will accept them.

The screenshot shows a web browser window titled "CM/ECF LIVE - U.S. District Court:okwd - Microsoft Internet Explorer". The address bar shows "File Edit View Favorites Tools Help". The main content area has a blue header with the ECF logo and navigation links: "Civil • Criminal • Query • Reports • Utilities • Logout". Below the header, the page title is "Motions" and the case name is "5:07-cv-99999-UA United States of America v. Doe". The main form area contains the text "Select the pdf document (for example: C:\199cv501-21.pdf).", a "Filename" label, a text input field, and a "Browse..." button. Below this, there is a section for "Attachments to Document:" with radio buttons for "No" (selected) and "Yes". At the bottom of the form are "Next" and "Clear" buttons. The status bar at the bottom shows "Internet".

- Click on the [**Browse**] button.
- Navigate to the appropriate document you are filing.

Note: In order to verify that you have selected the correct document, right mouse click on the file name to open a '**quick menu**' and left mouse click on [**open**]. This allows you to view the document to verify that you are attaching the correct document for filing.



- Once you have verified the document is correct, close the PDF viewer and click on the [**Open**] button. ECF inserts the PDF file name and location into the **Motions** screen.

 No ☐ Yes'. At the bottom, there are 'Next' and 'Clear' buttons."/>

- If there are no attachments to the motion, click on [**Next**]. A new **Motions** window will open. Go to **Section 6, “Modifying Docket Text,”** to proceed with your filing.
- If you have attachments to your motion, you will select **Yes** on the screen shown above then click on [**Next**] to attach the exhibits to your document.

5. Add attachments/exhibits to documents being filed

If you have indicated that there are attachments / exhibits to the document you are filing, you will get the screen shown below.

https://ecf-test.okwd.uscourts.gov - CM/ECF TEST - U.S. District Court:okwd - Microsoft Internet Explorer

File Edit View Favorites Tools Help

ECF Civil Criminal Query Reports Utilities Search Logout

Motions
[5:07-cv-09999-C Doe v. Doe](#)

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename
H:\pdf files\exhibit 1.pdf Browse...

2) Before proceeding to step 3, describe the document using the Category list, the Description box, or both.

Category Description
Exhibit 1 - always include a description

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Add to List
Remove from List
Next

1. Click on [**Browse**] to search for the document file name of the attachment.
2. Before proceeding to step 3, describe the document using the Category List, the Description box, or both. *****Always** fill in the description box***
3. Click the [**Add to List**] button. ECF adds the selected document as an attachment. After adding all of the attachments / exhibits click on the [**Next**] button.

https://ecf-test.okwd.uscourts.gov - CM/ECF TEST - U.S. District Court:okwd - Microsoft Internet Explorer

File Edit View Favorites Tools Help

ECF Civil Criminal Query Reports Utilities Search Logout

Motions
[5:07-cv-09999-C Doe v. Doe](#)

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename
H:\pdf files\exhibit 1.pdf Browse...

2) Before proceeding to step 3, describe the document using the Category list, the Description box, or both.

Category Description
Exhibit 1 - always include a description

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

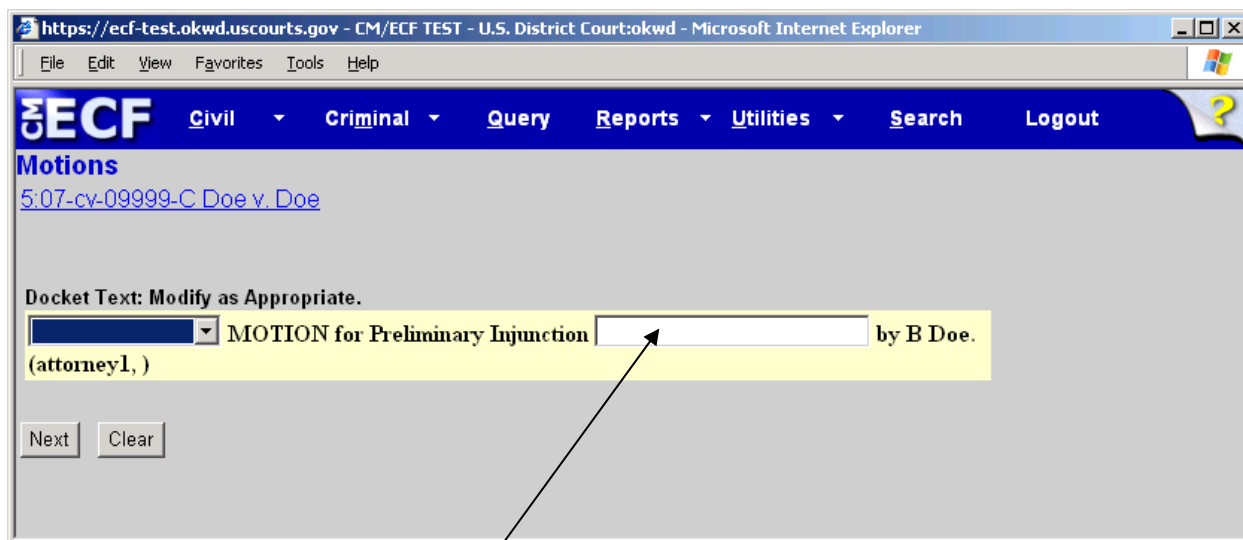
Add to List
Remove from List
Next

When Attachments And Exhibits Cannot Be Filed Electronically

Documents, attachments or exhibits that cannot be filed electronically will need to be filed conventionally. Follow the procedures outlined in our Policies & Procedures Manual for 'Conventional Filings'.

6. Modify docket text

If you are presented with a 'Docket Text: Modify' screen, click on the down arrow to display a list of modifiers. Select a modifier if appropriate.

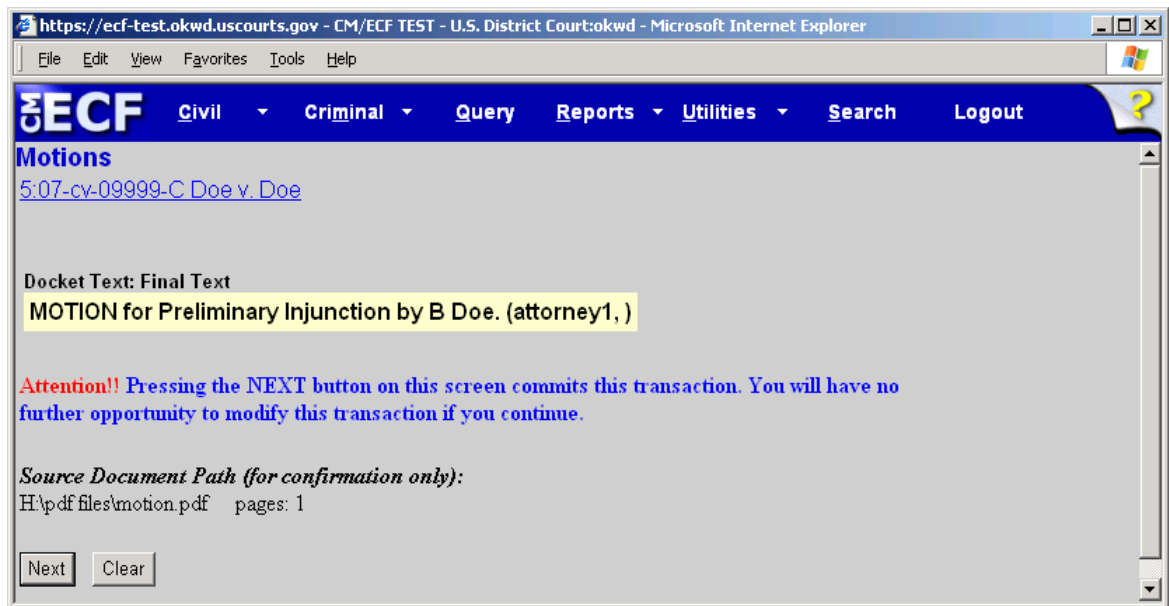


Click in the open text box to type additional words for further description of the pleading. Use lower case letters when adding text. **This entry should closely resemble the 'title' on the document you are filing.**

7. File the pleading

- Click on the [Next] button. A new **Motions** window appears displaying the complete entry. This is how the entry will appear on the docket sheet.
- Review the docket text. Make sure it reads correctly and there are no typographical errors. If you need to modify this filing in any way, click the [Back] button to find the screen you wish to alter.

******If you click the [Back] button at this point, there is a very good possibility that you will have to attach the document and any attachments / exhibits all over again.**



Note: The screen shown above contains the following warning.

Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Note: At any time prior to this step, you can reset ECF by clicking on any hyperlink on the blue ECF menu bar. ECF will reset to the beginning of the process you just selected.

- The full path and filename for any uploaded documents now appears on this screen as an added visual check to make sure the proper documents have been attached for the filing. This information will not appear in the docket entry.
- Click on the [Next] button to file the pleading.

7. Notice of Electronic Filing

Upon completion of the filing, the window below will be displayed. This is the Notice of Electronic Filing or the **NEF**. This is the official court file stamp.



This NEF provides confirmation that the pleading is now filed and is an official Court document. It displays the date and time of your transaction and the number that was assigned to your document.

Note: The **Notice of Electronic Filing** represents your Certificate of Service. We recommend that you retain a copy of this NEF for your files.

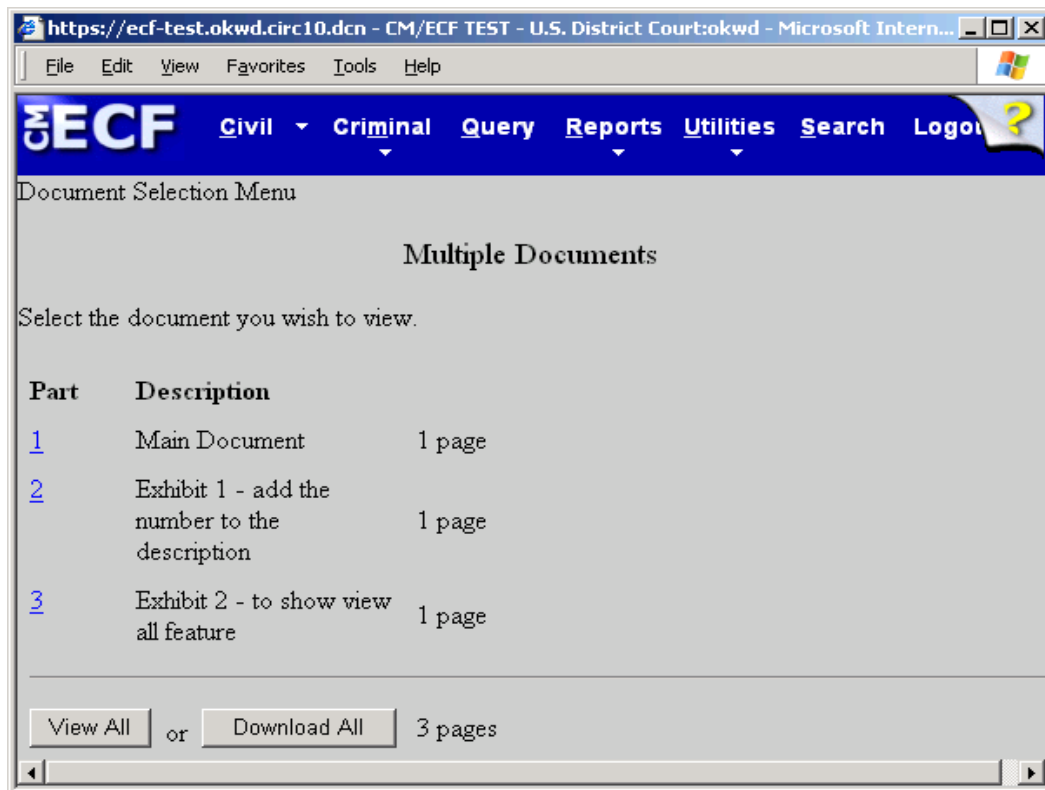
The ECF System will electronically transmit this **Notice of Electronic Filing (NEF)** to the attorneys in the case who are registered for ECF. This NEF also displays the names and addresses of individuals who will ***not*** be electronically notified of the filing. **It is the filer's responsibility to serve copies of the pleading and the Notice of Electronic Filing (NEF) to attorneys and parties who are not set up for electronic notification.**

E-Mail Notification of Documents That Were Filed

After a pleading is electronically filed, the ECF System sends the **Notice of Electronic Filing** to case participants who are registered for Electronic Case Filing. Individuals who receive this NEF via email are permitted one "free look" at the document by clicking on the associated hyper-linked document number.

To View Filings That Have Attachments or Exhibits

If attachments or exhibits accompany the document being filed, when you click on the 'document' link from the NEF, you will get the screen shown below. You can choose to view one document at a time, "View All" or "Download All".



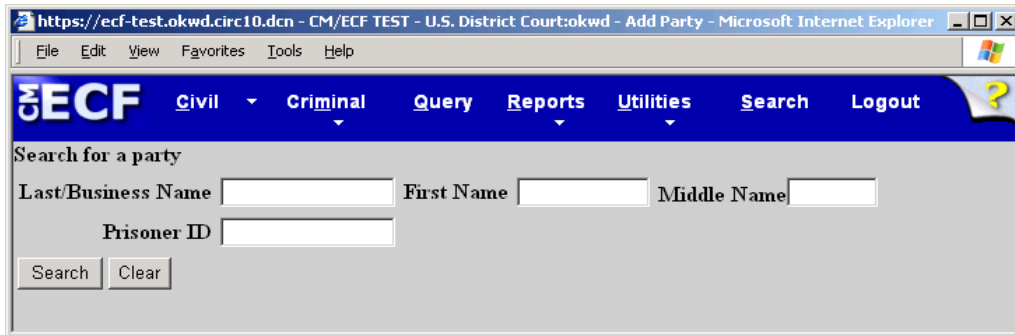
To view one document at a time :

Click on the hyperlink 1 - Main Document. After viewing this filing use your browser [Back] button to return to the screen shown above. Then continue to click on each hyperlinked number to view each attachment /exhibit.

******If you close out of the screen shown above before viewing all the attachments /exhibits, you have closed your free look. The next time you click on the hyperlink to view this document you may be prompted to log into PACER.**

Add/Create a New Party

In rare cases you may need to add a party to the ECF System. The pleading you are filing should **support** the addition of the party(ies) to the case. If the party you represent is not listed on the 'Filer' screen, click on **Add/Create New Party**. The screen shown below will appear.



You must first perform a search to see if the party you are adding is already in the ECF System. In the "Last Name" field type the last name for an individual or the first few letters of a company name and then click on the **[Search]** button. You can narrow your search on a person by adding a first name initial.

- If a match is found, ECF will display a list of party names to choose from. If the name of the party you are adding appears on the list, mouse click on the name once and then click on the **[Select name from list]** button. Choose the appropriate "**Role**" and then click on the **[Submit]** button. **Leave all other fields blank.**
- If a match is not found click on the **[Create new party]** button. You will then get a screen where you can add the name into the system.



Party information screen show below.

- For a company enter the entire company name in the “**Last Name**” field.
- For an individual enter the appropriate information into the “**Last, First, Middle and Generation**” fields.
- Select the appropriate party “**Role**” from the drop down list and then click [**Submit**].

LEAVE ALL OTHER FIELDS BLANK

Do not add address, phone, or email information on this screen

Linking Documents

Some pleadings such as Briefs and Responses should be “linked” to their related documents in the case. When filing these and certain other types of documents you will be presented with the screen similar to the one shown below. To link the document you are currently filing to a previously filed document click in the box in front of the words **“Should the document you are filing link to another document in this case?”**, and click [Next].

https://ecf-test.okwd.uscourts.gov - CM/ECF TEST - U.S. District Court:okwd - Microsoft Inte...

File Edit View Favorites Tools Help

ECF Civil Criminal Query Reports Utilities Search Logout ?

Other Documents

[5:07-cv-09999-C Doe v. Doe](#)

☐ Should the document you are filing link to another document in this case?

Filed to

Documents to

Next Clear

The next screen will show a list of all previously filed documents for the case. Click in the box in front of the document you want to link your filing to and then click [Next].

https://ecf-test.okwd.uscourts.gov - CM/ECF TEST - U.S. District Court:okwd - Microsoft Internet Explorer

File Edit View Favorites Tools Help

ECF Civil Criminal Query Reports Utilities Search Logout ?

Other Documents

[5:07-cv-09999-C Doe v. Doe](#)

Select the appropriate event(s) to which your event relates:

☐ 11/16/2007 [1](#) COMPLAINT against B Doe, filed by A Doe. (Attachments: # [1](#) Civil Cover Sheet)(ar)

☐ 11/16/2007 [2](#) Summons Issued as to B Doe. Summons picked up by plf attorney (ar)

☐ 11/16/2007 [3](#) ENTRY of Appearance by attorney3 on behalf of A Doe (attorney3,)

☐ 11/16/2007 [4](#) ANSWER to Complaint with Jury Demand by B Doe.(attorney4,)

☐ 11/16/2007 [5](#) MOTION to Dismiss by B Doe. (attorney4,)

Query Feature

To research specific case information or to search our system for various types of information click on Query from the blue menu bar. Research for court data over the internet is fee based and you will incur PACER charges for this option. After you enter your PACER login and password you will see the Query data entry screen shown below.

https://ecf-test.okwd.uscourts.gov - CM/ECF TEST - U.S. District Court:okwd - Query - Microsoft Internet Ex...

File Edit View Favorites Tools Help

ECF Civil Crimina **Query** Reports Utilities Search Logout

Query

Search Clues

Case Number 07-9999 Find This Case

or search by

Case Status: ☐ Open ☐ Closed ☐ All

Filed Date to

Last Entry Date to

Nature of Suit

0 (zero)
110 (Insurance)
120 (Contract: Marine)

or search by

Case Status: ☐ Open ☐ Closed ☐ All

Last/Business Name (Examples: Desoto, Des*t)

First Name Middle Name

Type

Run Query Clear

If you know the case number, enter it in the **Case Number** field. Click [**Find This Case**] then click on the [**Run Query**] button. ECF opens the query screen shown on the next page. You can also run Queries by entering specific information into the Filed Date, Nature of Suit, Open or Closed cases, Party Name or Attorney Name fields from this screen.

At the top of the Query Screen Window, ECF displays the case number, case title, the judge assigned to the case and the date that the case was filed. Click on one of the hyperlinked choices from the Query options list to view case specific information.



Associated Cases

Displays any cases that have been consolidated with the case you are querying. This also shows any cases that are related to the case you are querying.

Attorney

Displays the names, addresses, telephone numbers, and email addresses of the attorneys as well as the name of the party(ies) they represent in the case.

Case Summary

This provides a summary of current case-specific information. Date filed, nature of suit, cause of action code, parties and attorneys.

Deadlines/Hearings

This option allows you to query the pending or terminated deadlines or hearings for the case.

Docket Report (Docket Sheet)

When you select Docket Report, ECF opens a screen where you may select a date range for your docketing report or a range of docketing numbers. Leave the range fields blank to run an entire Docket Report.

History/Documents

This selection runs a report showing the ‘event history’ and documents in a particular case. You may select the sort order for the report or choose to view all events or only those with documents attached. ECF also offers you the option to display the docket text in the report. After making your selections click on the **[Run Query]** button.

Other Queries

The process for selecting and running other queries is similar to what has been described above. You can Query the ECF database by entering specific information into the Filed Date, Nature of Suit, Open or Closed cases, Party Name or Attorney Name fields from this screen.

Enter the appropriate search criteria on the screen shown below and click **[Run Query]**.

https://ecf-test.okwd.uscourts.gov - CM/ECF TEST - U.S. District Court:okwd - Query - Microsoft Internet Ex...

File Edit View Favorites Tools Help

ECF Civil Criminal Query Reports Utilities Search Logout

Query

Search Clues

Case Number Find This Case

or search by

Case Status: ☐ Open ☐ Closed ☐ All

Filed Date to

Last Entry Date to

Nature of Suit
110 (Insurance)
120 (Contract: Marine)

or search by

Case Status: ☐ Open ☐ Closed ☐ All

Last/Business Name (Examples: Desoto, Des*t)

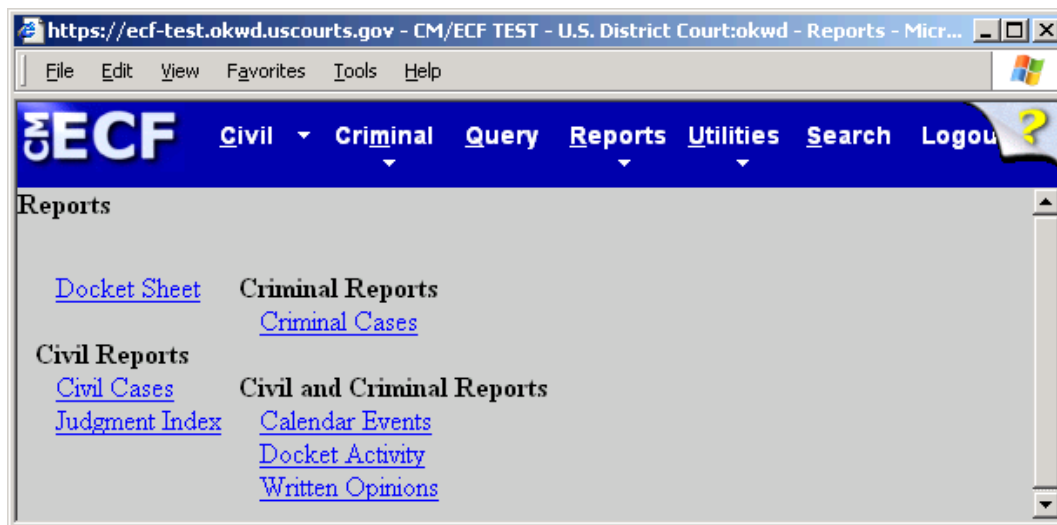
First Name Middle Name

Type

Run Query Clear

Reports Feature

The Reports feature of ECF provides the user with several report options. After selecting the Reports feature from the blue menu bar ECF opens the **Reports** screen shown below. Some of these reports are fee based and you will be prompted for your PACER login and password.



Docket Sheet (Docket Report)

Click on the **Docket Sheet** hyperlink and ECF opens the PACER login screen. Enter your PACER login and password then click on the **[Login]** button. You will be presented with the screen below. Enter the case number in the **Case Number** field and select any other necessary parameters using the other data fields and click **[Run Report]**.

A screenshot of the ECF Docket Sheet report generation screen. The browser's address bar shows the URL: https://ecf-test.okwd.uscourts.gov - CM/ECF TEST - U.S. District Court:okwd - Docket Repor... The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The ECF logo is on the left, and a navigation bar on the right contains links for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The main content area is titled "Docket Sheet" and contains the following fields and options: Case number (5:07-cv-9999), Filed (selected) and Entered radio buttons, Documents () to () fields, Include: (checked) Parties and counsel, (checked) Terminated parties, (unchecked) List of member cases, (unchecked) Links to Notices of Electronic Filing, Document options: (unchecked) Include headers when displaying PDF documents, (unchecked) View multiple documents, Format: (selected) HTML (unpaginated), (unchecked) PDF (paginated), Sort by (Oldest date first dropdown), Run Report button, and Clear button.

Civil Cases Report

The Civil Cases report allows you to query the database for cases filed within a specified date range. You can limit your search by entering a specific Nature of Suit, Cause Code, or Jurisdiction.

CM/ECF LIVE - U.S. District Court:okwd - Civil Cases Report - Windows Internet Explorer

https://ecf.okwd.uscourts.gov/cgi-bin/CaseFiled-Rpt.pl

CM/ECF LIVE - U.S. District Court:okwd - Civil Cases R...

ECF Civil Criminal Query Reports Utilities Search Logout

Civil Cases Report

Warning: This report is not subject to the 30 page billing cap.
You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query Menu or the Docket Report.

Office: Oklahoma City

Cause: *41* ()
0 (No cause code entered)

Jurisdiction: Diversity
Federal Question

Filed: 11/28/2008 to 12/5/2008

Sort by: Case Number

Output Format: ☒ Formatted Display
☐ Data Only

Run Report Clear

Case type: Civil
Foreign Judgment

Nature of suit: 0 (zero)
110 (Insurance)

Case flags: 84BG
87BC

Terminal digit(s):

☒ Open cases
☐ Closed cases

Utilities Feature

https://ecf.okwd.uscourts.gov - CM/ECF LIVE - U.S. District Court:okwd - Utilities - Microsoft Internet Explorer

File Edit View Favorites Tools Help

ECF Civil Criminal Query Reports Utilities Search Logout

Utilities

Your Account

- [View Your Transaction Log](#)
- [Maintain Your Login / Password](#)
- [Change Client Code](#)
- [Change Your PACER Login](#)
- [Review Billing History](#)
- [Show PACER Account](#)
- [Remove Default PACER Account](#)

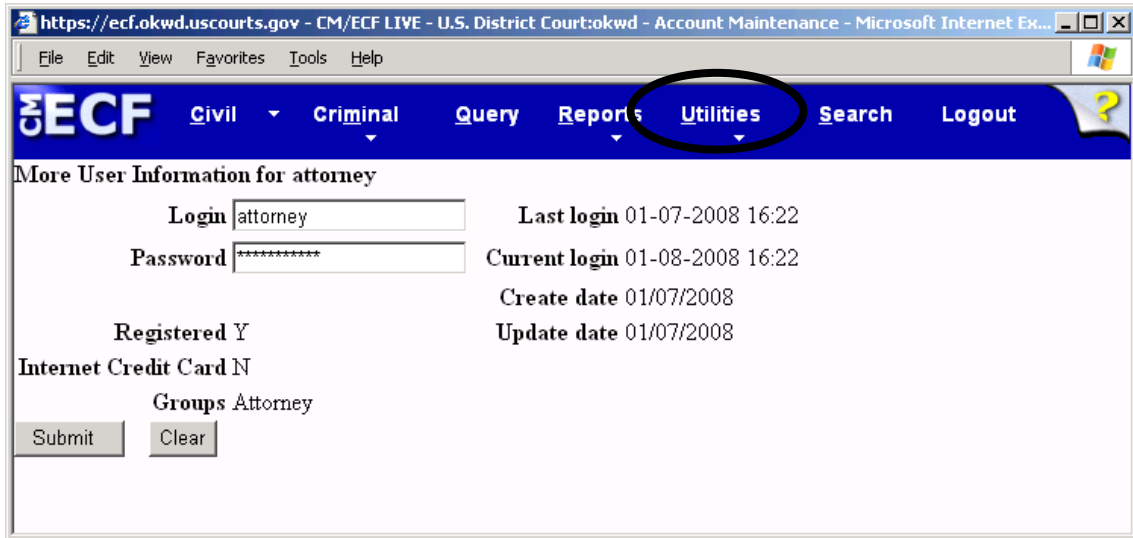
Miscellaneous

- [Internet Payment History](#)
- [Legal Research ...](#)
- [Mailings...](#)
- [Verify a Document](#)

Application Administration

Maintain Your Login / Password

This option under the Utilities feature allows you to change your ECF Login and password.

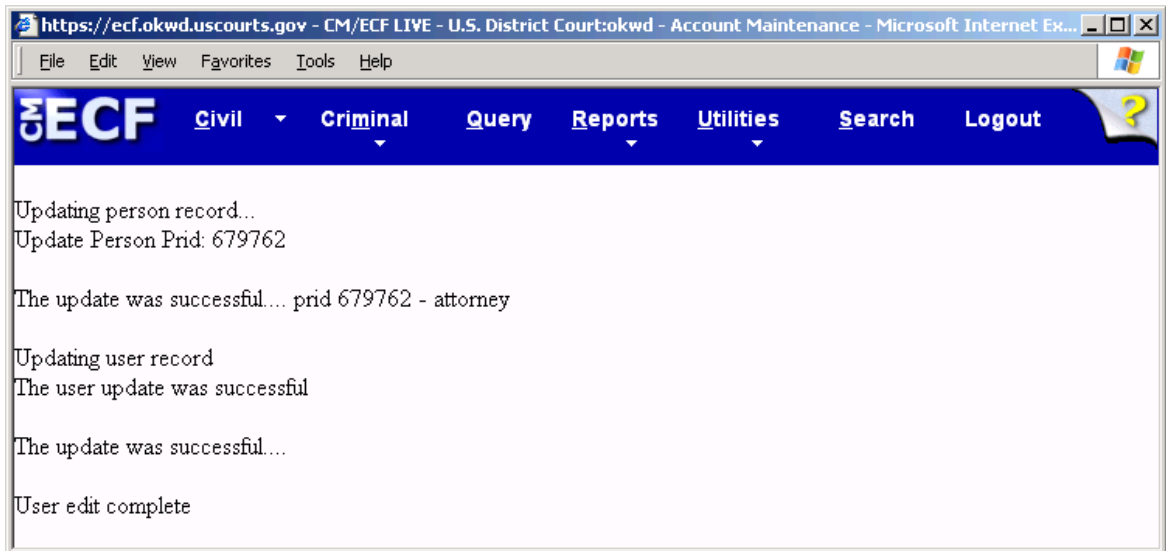


The screenshot shows a web browser window with the address bar displaying "https://ecf.okwd.uscourts.gov - CM/ECF LIVE - U.S. District Court:okwd - Account Maintenance - Microsoft Internet Ex...". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page header features the ECF logo and navigation links: Civil, Criminal, Query, Reports, Utilities (circled in black), Search, and Logout. The main content area is titled "More User Information for attorney" and displays the following information:

Login	attorney	Last login	01-07-2008 16:22
Password	*****	Current login	01-08-2008 16:22
		Create date	01/07/2008
		Update date	01/07/2008

Below this information, it shows "Registered Y" and "Internet Credit Card N". Under the "Groups" section, "Attorney" is listed. At the bottom of the form are two buttons: "Submit" and "Clear".

To change your password, remove the asterisks, type a new password, and then click on the **[Submit]** button. You will then see the screen below indicating that the edit is complete. You may begin using the new password during your next ECF session.



The screenshot shows the same web browser window as the previous one, but the main content area now displays several status messages:

Updating person record...
Update Person Prid: 679762

The update was successful... prid 679762 - attorney

Updating user record
The user update was successful

The update was successful...

User edit complete

View Your Transaction Log

From the **Utilities** screen, click the **View your Transaction Log** hyperlink. ECF opens a Date Selection Criteria screen. Enter the date range for your report and click on the **[Run Report]** button. ECF displays a report showing all of your transactions in ECF within that date range.



The screenshot shows a web browser window with the address bar displaying "https://ecf.okwd.uscourts.gov - CM/ECF LIVE - U.S. District Court:okwd - Transaction Log - Microsoft Internet Explorer". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The ECF interface has a blue header with the ECF logo and navigation links: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the header, the page title is "View Transaction Log". The main content area contains the text "Enter the Date Selection Criteria for the Transaction Log Report". There are two input fields: "Start Date:" and "End Date:". Below these fields are two buttons: "Run Report" and "Clear".

Use this feature of ECF to review your transactions and to verify that:

- all of the transactions you entered are reflected on the Transaction Log
- no unauthorized individuals have entered transactions using your login and password

Change Client Code, Change Your PACER Login, Review Billing History, Show PACER Account, Remove Default PACER Account

- these menu choices reference your PACER login and password. Contact PACER at 1-800-676-6856 for more information on these choices.

Miscellaneous

ECF provides four miscellaneous functions within the **Utilities** feature of the system.

- Internet Payment History
- Legal Research
- Mailings
- Verify a Document

Internet Payment History: this option can be used to verify your “Pay.gov” payment history. You can view your payment history for a specific date range.

The screenshot shows a web browser window with the address bar displaying "https://ecf.okwd.uscourts.gov - CM/ECF LIVE - U.S. District Court:okwd - Filing Fee Reports - Microsoft Internet Explor...". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page header features the ECF logo and a navigation menu with links: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The main heading is "Internet Payment History". Below this heading, there is a form with two input fields labeled "From" and "to", separated by the word "to". Below the input fields are two buttons: "Run Report" and "Clear".

Legal Research: opens a screen that contains hyperlinks to a Law Dictionary, a Medical Dictionary, Westlaw via the Internet and LexisNexis.

Mailings: opens a screen with links for “Mailing Info for a Case” and “Mailing Labels by Case”.

Mailing Info for a Case: gives you information you may find helpful when completing a ‘Certificate of Service’.

Mailing Labels by Case: allows you to generate mailing labels for a case.

The screenshot shows a web browser window with the address bar displaying "https://ecf.okwd.uscourts.gov - CM/ECF LIVE - U.S. District Court:okwd - Microsoft Internet Explorer". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page header features the ECF logo and a navigation menu with links: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The main heading is "Mailing Information for a Case". Below this heading, there is a text prompt: "Enter the case number to view the recipient list." Below the prompt is a form with a label "Case Number:" followed by an input field. Below the input field are two buttons: "Submit" and "Clear".

Verify a Document: opens the query screen shown below. Enter the case number and document number to generate the electronic file stamp for that particular document. **This is helpful if you forgot to retain a copy of the NEF for a document when you received it via E-Mail notification.**

CM/ECF LIVE - U.S. District Court:okwd - Verify a Document - Microsoft Internet Explorer

File Edit View Favorites Tools Help

ECF Civil Criminal Query Reports Utilities Search Logout

Verify Document(s)

Specify the case number and document number of the docket entry containing the document to be verified.

Case Number

99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345

Document Number:

Next Clear

Logout

After you have completed all of your transactions for a particular session in ECF you should logout from the system.



Click on the **Logout** hyperlink from the ECF blue menu bar. ECF will log you out of the system and return you to the ECF login screen.